

Clean Cities Special Project (ARRA)

Recipient Orientation

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Indiana Office of Energy Development

Updated April 2010

Contract Process

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Contract Process

1

- You're awarded a grant

2

- Contract will be prepared

3

- You will receive the following documents:
 - Contract
 - Authorized Signatures for Payment Request form
 - Vendor Information form

Contract Process

4

- Sign the contract & each form
- **Must be original signatures!**

5

- Return contract & all forms in their entirety

6

- Contract will enter state's signature process

Contract Process

7

- Contract is executed in approximately 4–8 weeks

8

- OED will provide you with a copy of your executed contract & claim voucher

9

- Draw downs can then occur

10

- Must draw down & complete project by Dec. 31, 2010

Davis–Bacon Act

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Davis–Bacon Act Overview

- ▶ Purpose is to protect communities & workers from the economic disruption caused by competition arising from non–local contractors coming into an area and obtaining federal construction by underbidding local wage levels
- ▶ Must pay locally prevailing wages and fringe benefits to laborers and mechanics employed federal and federally–assisted contracts in excess of \$2,000

Who & What Are Covered

- Labor performed at site of work only
- All labor on the worksite, including contractors & sub-contractors
- Journeymen, apprentices, & trainees
- Supervisory/professional employees only if manual labor is performed 20% or more of the time at the site of work

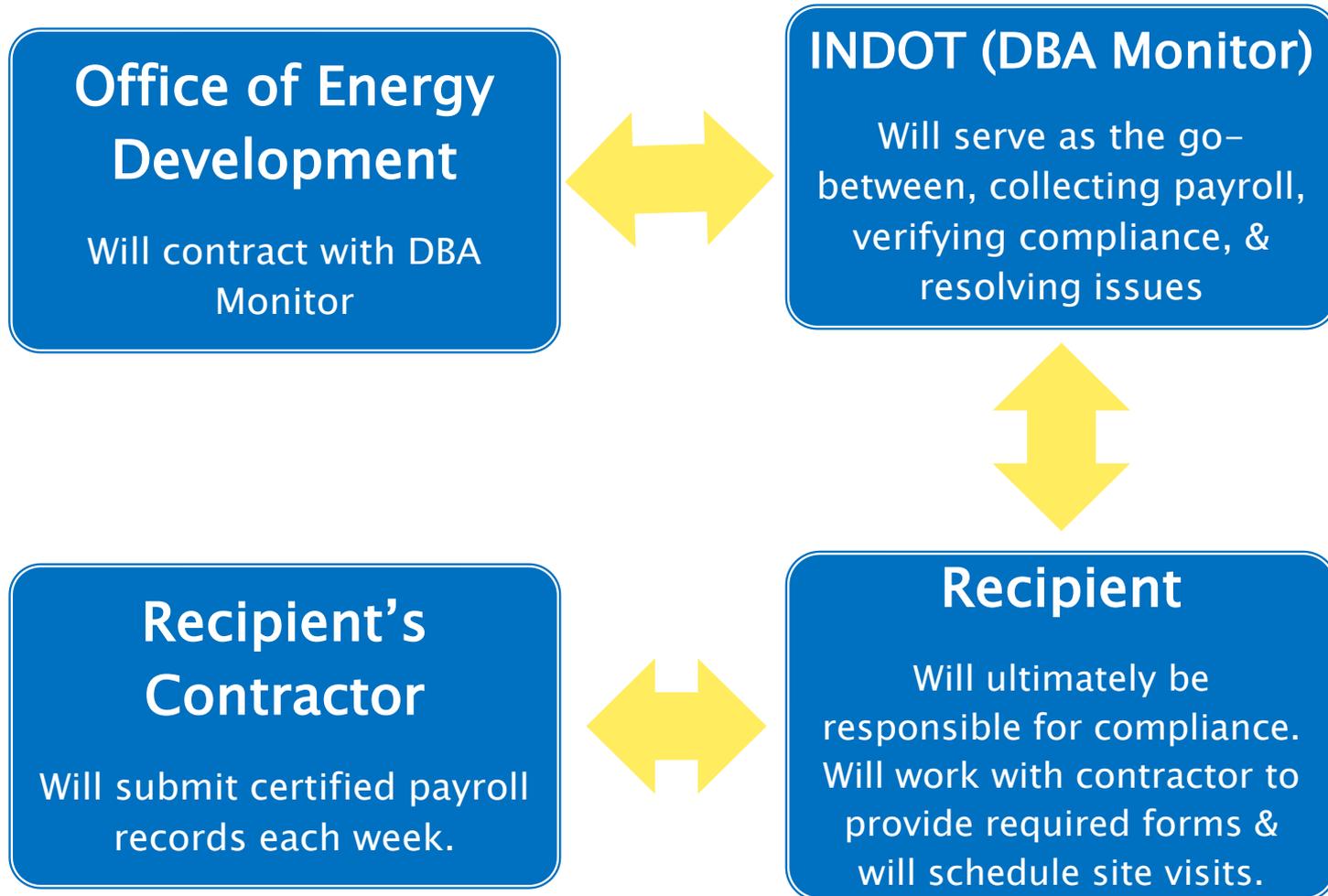
Copeland Anti-Kickback Act

- ▶ Prohibits kickbacks of wages and back wages for privilege of employment
- ▶ Requires contractors on DBA-covered projects to submit weekly a Statement of Compliance and payroll records that show each laborer at the site of work

Wage Rate Compliance

- ▶ All contractors and sub-contractors must submit certified payroll records each week
- ▶ Records will be reviewed & compared with rates from the wage decision
- ▶ Interviews will be conducted with a sample of employees at each site of work

Davis–Bacon Implementation



Draw downs

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Steps to draw down:

Contract is executed & claim voucher is received

Make a copy of the claim voucher form & fill in as instructed

Return claim voucher to OED with supporting, specific invoices marked paid or showing zero balance

Steps to draw down:

OED approves claim voucher & invoices (1-2 days)

Documentation sent to State Auditor's Office for payment (at least 10 days)

Must draw down all funds by December 31, 2010

Reporting

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One-Time ARRA Report

Reporting Components:

- DUNS number
- Congressional District(s)
- Sub-award number (your grant number)
- Sub-award date (date your contract was executed)
- Sub-award amount
- Place of performance
- Address, including last 4 digits of zip code

An account will be set
up for you at
<http://oed.arra.in.gov/>

Quarterly ARRA Reports

Quarterly ARRA Reporting Schedule	
Months	Report due
January - March	April 3rd
April - June	July 3rd
July - September	October 3rd
October - December	January 3rd

An account will be set up for you at <http://oed.arra.in.gov/>

Reports are published on recovery.gov at the end of the reporting month.

Quarterly ARRA Reports

Reporting Components:

- Sub-award number (grant number)
- Funds received (what you actually have in hand)
- Hours
- Number of jobs
- Description of jobs created
- Vendor information

Quarterly Reports

Quarterly Reporting Schedule	
Months	Report due
January – March	April 15 th
April – June	July 15 th
July – September	October 15 th
October – December	January 15 th

- Must use OED's online grant portal
- An account will be set up for you
- Reminders will be automatically generated for you each month

Quarterly Reports

Key Reporting Components for Vehicles:

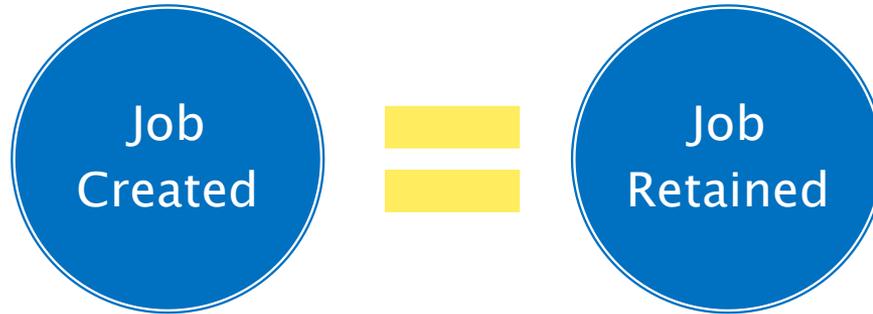
- Type of vehicle
 - Fleet operator
 - Date of deployment
 - Amount of fuel used
 - Vehicle miles traveled
 - Jobs created/retained
-
- A complete fleet vehicle emission profile to be completed after one year of vehicle operation

Quarterly Reports

Key Reporting Components for Fueling Infrastructure:

- Location, type, & size of installation at each station
- Schedule & status of NEPA compliance
- Installation & station set-up dates
- Quantity & price of alternative fuels sold
- Comparative pricing of gasoline & diesel products sold at each site

Jobs



How to calculate:



Example:



Modifications, Giving Credit, & Contacting Us

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Modifications

What's in Exhibit A in the contract?

- Scope of Services
- Budget

What if I need to change the project/Exhibit A?

You must seek out & receive OED's approval first!

What happens if change the project & didn't receive OED's approval first?

Making any changes without OED's approval will jeopardize your grant funding!

Credit

- ▶ **Must give the Indiana Office of Energy Development & the Department of Energy recognition in any press releases, marketing or educational information, and on any signage**
- ▶ **Must display OED's logo and link to OED's website on your community's website**
 - OED will provide this for you

Contact Us

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